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Approved For Release 2002/08/06 : CIA-RDP78-04722A000300010020-2

OPERATIONS DIRECTORATE SUPPORT OFFICERS' MEETING

DD/M&S Conference Room

25 April 1973

1. Present were:

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2. No regular DDO Staff Meeting.

3. Other items of interest.

a. Consumer Price Index. On 20 April the Bureau of Labor Statistics announced that during March the CPI increased to 129.8 from the February level of 128.6. At the March level this translates into a cost of living increase for those on the retired roll of 5.4% effective 1 July 1973. As you've read, the COL could be as much as 6%.

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b. DCI-DDCI Overseas Travel Expenses. [] has noticed that overseas posts visited by the DCI or DDCI have been rather slow in T/A'ing costs incurred for the visitors to Headquarters for charging against the Director's accounts. He asks that you remind posts so visited, promptly to forward reports of any such charges.

c. Microfilm Information Systems Seminar. The final M.I.S.S. was announced by OTR for the period 22-24 May. OTR has only 8 spaces left and we urge you to reserve early if you have candidates who will be concerned with the feasibility, design, and implementation of microfilm applications.

d. Handicapped Employees in Headquarters Building. The Director of Logistics has made modifications to some entrances to the Headquarters Building for the benefit of the physically handicapped. He has now asked us to solicit any additional suggestions you have to ease the burden of the handicapped entering and leaving the building, as well as the Auditorium.

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e. Certificates of Distinction

f. Associate Deputy Director for Management & Services. This title should now be used for papers requiring Bob Wattles' signature.

g. Training

(a) 1973 Annual ASPA, Maryland Chapter one-day Conference- 25 April at Woodlawn, Maryland. The Support Career Service has selected [REDACTED], GS-12, AO/OEL, and [REDACTED] GS-12, C/IAS/Admin Staff, to attend. The theme of the Conference is "Evaluating the Quality of Governmental Services."

(b) International Personnel Management Association, National Capital Conference - Statler Hilton Hotel, Washington, D. C. - 23 through 25 May 1973. The theme of the Conference is "Human Resources - Priorities and Problems." The Support Career Service has selected [REDACTED] GS-15, C/NOCAD/SS, and [REDACTED] GS-12, AO/ONE, to attend.

h. Fitness Reports on "S" Careerists. The ACMO/DD/M&S has found while reviewing career service files that a significant number of fitness reports have not been prepared on "S" Careerists who are being reassigned or whose supervisor has been reassigned. Support Officers are asked to remind their Personnel Officers that by not requiring fitness reports to be prepared in these cases a gap exists in recording the performance of the officers concerned. It is also important that a copy of all fitness reports be forwarded to the ACMO/DD/M&S.

i. New "S" Careerist. [REDACTED] GS-11, a former "SC" Careerist has been converted to "S" and assigned to SSS/IPB in a specialist capacity.

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 9-73

6 April 1973

To: All Training Officers of the Agency

MICROFILM INFORMATION SYSTEMS SEMINAR

The final Microfilm Information Systems Seminar conducted for the Agency [] will be held 22 - 24 May. It is intended for personnel concerned with the feasibility, design, and implementation of microfilm applications.

Time will be allocated during the seminar for problem-solving discussions; it is recommended, therefore, that students bring information-handling problems from their offices for evaluation and discussion.

OBJECTIVE : To enable each student to determine the applicability of microfilm systems to the information processing needs of his specific office in terms of design, techniques, and hardware.

GRADE REQUIREMENT : GS-09 and above (Information Control Assistants, Grades GS-06 to GS-08, may also attend if space permits).

HOURS : 0830 - 1600 hours daily

LOCATION : Room 802, Chamber of Commerce Building

REGISTRATION: Submit Form 73, "Request for Internal Training," to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building, by 7 May 1973.

ADDITIONAL INFORMATION : On course content, call extension []
On registration, call extension []

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Support Clife

24 April 1973

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Note For:

Subject : Internal Training Request - Form 73

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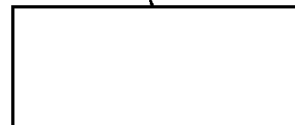
1. At your meeting with the Support Officers last week, you will recall raised the question as to why it was necessary to include certain information on Form 73 (attached) regarding Date of Birth, Place of Birth, and Social Security Number.

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2. I called Chief/Instructional Support Staff/ Admissions, Information and Records Branch, to find the rationale for the requirement. Doris advised me that the inclusion of a place for Date and Place of Birth (Items 10 and 11) were for the Office of Security when an employee was attending a course which required a special security clearance. The Office of Training has frequently attempted to mention to Training Officers/Training Assistants that it was unnecessary to fill in Items 10 and 11 for courses which did not require a special security clearance. OTR has mentioned this in its Weekly Newsletter, its Training Assistants courses, the OTR catalogue and telephone calls to offices concerned. Doris also informed me that in order to maintain the Form 73 as a half-sheet, the Forms Management people could not add additional information such as "to be filled in only when special security clearance required" or "just as required." The requirements for Social Security numbers arises from the computer and this will be used more and, in fact, will ultimately replace our present employee serial number.

3. If you desire, I will be happy to mention this at your meeting this week.

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Attachment

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ORIGINAL DOCUMENT MISSING PAGE(S):

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